


Invitation to Bid

LSUNO Auxillary				BIDS WILL BE PUBLICLY OPENED: December 18, 2009 02:00 PM	
VENDOR NO. : SOLICITATION : 000320 OPENING DATE : 12/18/2009		Return Bid In Envelope/Labels Provided to: Purchasing Department 433 Bolivar St Room 623 New Orleans LA 70112		BUYER : Long, Lori BUYER PHONE : 504/568-4715 DATE ISSUED : 11/19/2009 REQ. NO : 0003832 FISCAL YEAR : 2010	
From Req ID - 0003832					
INSTRUCTIONS TO BIDDERS					
<ol style="list-style-type: none"> 1. READ THE ENTIRE BID, INCLUDING ALL TERMS AND CONDITIONS AND SPECIFICATIONS. 2. FILL IN ALL BLANK SPACES. 3. ALL BID PRICES MUST BE TYPED OR WRITTEN IN INK. ANY CORRECTIONS, ERASURES OR OTHER FORMS OF ALTERATION TO UNIT PRICES SHOULD BE INITIALIZED BY THE BIDDER. 4. BID PRICES SHALL INCLUDE DELIVERY OF ALL ITEMS F.O.B. DESTINATION OR AS OTHERWISE PROVIDED. BIDS CONTAINING "PAYMENT IN ADVANCE" OR "C.O.D." REQUIREMENTS MAY BE REJECTED. PAYMENT IS TO BE MADE WITHIN 30 DAYS AFTER RECEIPT OF PROPERLY EXECUTED INVOICE OR DELIVERY, WHICHEVER IS LATER. 5. SPECIFY YOUR PAYMENT TERMS: _____ . CASH DISCOUNTS FOR LESS THAN 30 DAYS OR LESS THAN 1% WILL BE ACCEPTED, BUT WILL NOT BE CONSIDERED IN DETERMINING AWARDS 					
BY SIGNING THIS BID, THE BIDDER CERTIFIES:					
<ul style="list-style-type: none"> * THAT NEITHER THIS BUSINESS ENTITY NOR ANY OF ITS EMPLOYEES OR SUBCONTRACTORS IS CURRENTLY LISTED AS EXCLUDED OR SANCTIONED BY EITHER THE DEPARTMENT OF HEALTH AND HUMAN SERVICES, OFFICE OF INSPECTOR GENERAL (OIG) OR THE GENERAL SERVICES ADMINISTRATION (GSA). * THAT IF THIS BUSINESS ENTITY OR ANY OF ITS EMPLOYEES OR SUBCONTRACTORS APPEAR ON EITHER LISTING, MY BID WILL BE REJECTED. * THAT IF AT ANY TIME DURING THE TERM OF THE CONTRACT AWARDED AS A RESULT OF THIS INVITATION TO BID, THIS ENTITY OR ANY OF ITS EMPLOYEES OR SUBCONTRACTORS APPEARS ON EITHER LISTING, MY COMPANY WILL NOTIFY THE CONTRACTING AGENCY, AND THE CONTRACT WILL BE TERMINATED. THE CONTRACTING AGENCY WILL NOT BE LIABLE FOR ANY DAMAGES RESULTING FROM SAID TERMINATION. 					
THE BIDDER FURTHER CERTIFIES:					
<ul style="list-style-type: none"> * COMPLIANCE WITH ALL INSTRUCTIONS TO BIDDERS, TERMS, CONDITIONS, AND SPECIFICATIONS. * THIS BID IS MADE WITHOUT COLLUSION OR FRAUD. * THAT ALL TAXES DULY ASSESSED BY THE STATE OF LOUISIANA AND IT'S SUBDIVISIONS, INCLUDING FRANCHISE TAXES, PRIVILEGE TAXES, SALES TAXES AND ALL OTHER TAXES FOR WHICH THE FIRM IS LIABLE HAVE BEEN PAID. * THAT IF MY BID IS ACCEPTED WITHIN _____ DAYS FROM BID CLOSING TIME, MY FIRM WILL FURNISH ANY OR ALL OF THE ITEMS (OR SECTIONS) AT THE PRICE OPPOSITE EACH ITEM (OR SECTION). * DELIVERY WILL BE MADE WITHIN _____ DAYS AFTER RECEIPT OF ORDER. 					
VENDOR PHONE NUMBER:		TITLE		DATE	
FAX NUMBER:					
SIGNATURE OF AUTHORIZED BIDDER (MUST BE SIGNED)			NAME OF BIDDER (TYPED OR PRINTED)		

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STANDARD TERMS & CONDITIONS	Page 2 of 5
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<ol style="list-style-type: none"> 6. DESIRED DELIVERY: 10 DAYS ARO, UNLESS SPECIFIED ELSEWHERE 7. TO ASSURE CONSIDERATION, ALL BIDS SHOULD BE SUBMITTED IN THE SPECIAL ENVELOPE, OR USE BID LABEL IF FURNISHED FOR THAT PURPOSE. IN THE EVENT YOUR BID CONTAINS BULKY SUBJECT MATERIAL, THE SPECIAL BID ENVELOPE SHOULD BE FIRMLY AFFIXED TO THE MAILING ENVELOPE. 8. BIDS SUBMITTED ARE SUBJECT TO PROVISIONS OF THE LAWS OF THE STATE OF LOUISIANA INCLUDING BUT NOT LIMITED TO L.R.S. 39:1551-1736; PURCHASING RULES AND REGULATIONS; EXECUTIVE ORDERS; STANDARD TERMS AND CONDITIONS; SPECIAL CONDITIONS; AND SPECIFICATIONS LISTED IN THIS SOLICITATION. 9. IMPORTANT: THIS BID IS TO BE MANUALLY SIGNED IN INK BY A PERSON AUTHORIZED TO BIND THE VENDOR (SEE NO.31). 10. INQUIRIES: ADDRESS ALL INQUIRIES AND CORRESPONDENCE TO THE BUYER AT THE PHONE NUMBER AND ADDRESS SHOWN ABOVE. 11. BID FORMS: ALL WRITTEN BIDS, UNLESS OTHERWISE PROVIDED FOR, SHOULD BE SUBMITTED ON, AND IN ACCORDANCE WITH FORMS PROVIDED, PROPERLY SIGNED (SEE #31). BIDS MUST BE RECEIVED AT THE ADDRESS SPECIFIED IN THE SOLICITATION PRIOR TO BID OPENING TIME IN ORDER TO BE CONSIDERED. 12. STANDARDS OR QUALITY. ANY PRODUCT OR SERVICE BID SHALL CONFORM TO ALL APPLICABLE FEDERAL AND STATE LAWS AND REGULATIONS AND THE SPECIFICATIONS CONTAINED IN THE SOLICITATION. UNLESS OTHERWISE SPECIFIED IN THE SOLICITATION, ANY MANUFACTURER'S NAME, TRADE NAME, BRAND NAME, OR CATALOG NUMBER USED IN THE SPECIFICATION IS FOR THE PURPOSE OF DESCRIBING THE STANDARD OF QUALITY, PERFORMANCE, AND CHARACTERISTICS DESIRED AND IS NOT INTENDED TO LIMIT OR RESTRICT COMPETITION. BIDDER MUST SPECIFY THE BRAND AND MODEL NUMBER OF THE PRODUCT OFFERED IN HIS/HER BID. BIDS NOT SPECIFYING BRAND AND MODEL NUMBER SHALL BE CONSIDERED AS OFFERING THE EXACT PRODUCTS SPECIFIED IN THE SOLICITATION. 13. DESCRIPTIVE INFORMATION. BIDDERS PROPOSING AN EQUIVALENT BRAND OR MODEL SHOULD SUBMIT WITH THE BID, INFORMATION (SUCH AS ILLUSTRATIONS, DESCRIPTIVE LITERATURE, TECHNICAL DATA) SUFFICIENT FOR LSUHSC TO EVALUATE QUALITY, SUITABILITY, AND COMPLIANCE WITH THE SPECIFICATIONS IN THE SOLICITATION. FAILURE TO SUBMIT DESCRIPTIVE INFORMATION MAY CAUSE BID TO BE REJECTED. ANY CHANGE MADE TO A MANUFACTURER'S PUBLISHED SPECIFICATION SUBMITTED FOR A PRODUCT SHALL BE VERIFIABLE BY THE MANUFACTURER. IF ITEM(S) BID DO NOT FULLY COMPLY WITH SPECIFICATIONS (INCLUDING BRAND AND/OR PRODUCT NUMBER), BIDDER MUST STATE IN WHAT RESPECT ITEMS(S) DEVIATE. FAILURE TO NOTE EXCEPTIONS ON THE BID FORM WILL NOT RELIEVE THE SUCCESSFUL BIDDER(S) FROM SUPPLYING THE ACTUAL PRODUCTS REQUESTED. 14. BID OPENING. BIDDERS MAY ATTEND THE BID OPENING, BUT NO INFORMATION OR OPINIONS CONCERNING THE ULTIMATE CONTRACT AWARD WILL BE GIVEN AT THE BID OPENING OR DURING THE EVALUATION PROCESS. BIDS MAY BE EXAMINED WITHIN 72 HOURS AFTER BID OPENING. INFORMATION PERTAINING TO COMPLETED FILES MAY BE SECURED BY VISITING LSUHSC DURING NORMAL WORKING HOURS. WRITTEN BID TABULATIONS WILL NOT BE FURNISHED. 15. AWARDS. AWARD WILL BE MADE TO THE LOWEST RESPONSIBLE AND RESPONSIVE BIDDER. LSUHSC RESERVES THE RIGHT TO AWARD ITEMS SEPARATELY, GROUP, OR IN TOTAL, AND TO REJECT ANY OR ALL BIDS AND WAIVE ANY INFORMALITIES. 16. PRICES. UNLESS OTHERWISE SPECIFIED BY LSUHSC IN THE SOLICITATION, BID PRICES MUST BE COMPLETE, INCLUDING TRANSPORTATION PREPAID BY BIDDER TO DESTINATION AND FIRM FOR ACCEPTANCE FOR A MINIMUM OF 30 DAYS. IF ACCEPTED, PRICES MUST BE FIRM FOR THE CONTRACTUAL PERIOD. BIDS OTHER THAN F.O.B. DESTINATION MAY BE REJECTED. PRICES SHOULD BE QUOTED IN THE UNIT (EACH, 	

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<p>BOX, CASE, ETC.) AS SPECIFIED IN THE SOLICITATION.</p> <p>17. DELIVERIES. BIDS MAY BE REJECTED IF THE DELIVERY TIME INDICATED IS LONGER THAN THAT SPECIFIED IN THE SOLICITATION.</p> <p>18. TAXES. VENDOR IS RESPONSIBLE FOR INCLUDING ALL APPLICABLE TAXES IN THE BID PRICE. LSUHSC AGENCIES ARE EXEMPT FROM ALL STATE AND LOCAL SALES AND USE TAXES.</p> <p>19. NEW PRODUCTS. UNLESS SPECIFICALLY CALLED FOR IN THE SOLICITATION, ALL PRODUCTS FOR PURCHASE MUST BE NEW, NEVER PREVIOUSLY USED, AND THE CURRENT MODEL AND/OR PACKAGING. NO REMANUFACTURED, DEMONSTRATOR, USED OR IRREGULAR PRODUCT WILL BE CONSIDERED FOR PURCHASE UNLESS OTHERWISE SPECIFIED IN THE SOLICITATION. THE MANUFACTURER'S STANDARD WARRANTY WILL APPLY UNLESS OTHERWISE SPECIFIED IN THE SOLICITATION.</p> <p>20. CONTRACT CANCELLATION. THE STATE OF LOUISIANA HAS THE RIGHT TO CANCEL ANY CONTRACT, IN ACCORDANCE WITH PURCHASING RULES AND REGULATIONS, FOR CAUSE INCLUDING BUT NOT LIMITED TO THE FOLLOWING: (1) FAILURE TO DELIVER WITHIN THE TIME SPECIFIED IN THE CONTRACT; (2) FAILURE OF THE PRODUCT OR SERVICE TO MEET SPECIFICATIONS, CONFORM TO SAMPLE QUALITY OR TO BE DELIVERED IN GOOD CONDITION; (3) MISREPRESENTATION BY THE CONTRACTOR; (4) FRAUD, COLLUSION CONSPIRACY OR OTHER UNLAWFUL MEANS OF OBTAINING ANY CONTRACT WITH THE STATE; (5) CONFLICT OF CONTRACT PROVISIONS WITH CONSTITUTIONAL OR STATUTORY PROVISIONS OF STATE OR FEDERAL LAW; (6) ANY OTHER BREACH OF CONTRACT.</p> <p>21. DEFAULT OF CONTRACT. FAILURE TO DELIVER WITHIN THE TIME SPECIFIED IN THE BID WILL CONSTITUTE A DEFAULT AND MAY CAUSE CANCELLATION OF THE CONTRACT. WHERE THE UNIVERSITY HAS DETERMINED THE CONTRACTOR TO BE IN DEFAULT, THE UNIVERSITY RESERVES THE RIGHT TO PURCHASE AN OR ALL PRODUCTS OR SERVICES COVERED BY THE CONTRACT ON THE OPEN MARKET AND TO CHARGE THE CONTRACTOR WITH COST IN EXCESS OF THE CONTRACT PRICE. UNTIL SUCH ASSESSED CHARGES HAVE BEEN PAID, NO SUBSEQUENT BID FROM THE DEFAULTING CONTRACTOR WILL BE CONSIDERED.</p> <p>22. ORDER OF PRIORITY. IN THE EVENT THERE IS A CONFLICT BETWEEN THE INSTRUCTIONS TO BIDDERS OR STANDARD CONDITIONS AND THE SPECIAL CONDITIONS, THE SPECIAL CONDITIONS SHALL GOVERN.</p> <p>23. APPLICABLE LAW. ALL CONTRACTS SHALL BE CONSTRUED IN ACCORDANCE WITH AND GOVERNED BY THE LAWS OF THE STATE OF LOUISIANA.</p> <p>24. EQUAL OPPORTUNITY. BY SUBMITTING AND SIGNING THIS BID, BIDDER AGREES THAT HE/SHE WILL NOT DISCRIMINATE IN THE RENDERING OF SERVICES TO AND/OR EMPLOYMENT OF INDIVIDUALS BECAUSE OF RACE, COLOR, RELIGION, SEX, AGE, NATIONAL ORIGIN, HANDICAP, DISABILITY, VETERAN STATUS, OR A OTHER NON-MERIT FACTOR.</p> <p>25. SPECIAL ACCOMMODATIONS. ANY "QUALIFIED INDIVIDUAL WITH DISABILITY" AS DEFINED BY THE AMERICANS WITH DISABILITIES ACT WHO HAS SUBMITTED A BID AND DESIRES TO ATTEND THE BID OPENING, MUST NOTIFY THIS OFFICE IN WRITING NOT LATER THAN SEVEN DAYS PRIOR TO THE BID OPENING DATE OF THEIR NEED FOR SPECIAL ACCOMMODATIONS. IF THE REQUEST CANNOT BE REASONABLY PROVIDED, THE INDIVIDUAL WILL BE INFORMED PRIOR TO THE BID OPENING.</p> <p>26. IDEMNITY. CONTRACTOR AGREES, UPON RECEIPT OF WRITTEN NOTICE OF A CLAIM OR ACTION, TO DEFEND THE CLAIM OR ACTION, OR TAKE OTHER APPROPRIATE MEASURE, TO IDEMNIFY, AND HOLD HARMLESS, LSUHSC, ITS OFFICERS, ITS AGENTS AND ITS EMPLOYEES FROM AND AGAINST ALL CLAIMS AND ACTIONS FOR BODILY INJURY, DEATH OR PROPERTY DAMAGES CAUSED BY THE FAULT OF THE CONTRACTOR,</p>	

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OFFICERS, ITS AGENTS, OR ITS EMPLOYEES. CONTRACTOR IS OBLIGATED TO INDEMNIFY ONLY TO THE EXTENT OF THE FAULT OF THE CONTRACTOR, ITS OFFICERS, ITS AGENTS, OR ITS EMPLOYEES. HOWEVER, THE CONTRACTOR SHALL HAVE NO OBLIGATION AS SET FORTH ABOVE WITH RESPECT TO ANY CLAIM OR ACTION FROM BODILY INJURY, DEATH OR PROPERTY DAMAGES ARISING OUT OF THE FAULT OF THE UNIVERSITY, ITS OFFICERS, ITS AGENTS OR ITS EMPLOYEES.

27. INTERPRETATION OF DOCUMENT: ANY INTERPRETATION OF THE BID OR QUOTATION DOCUMENT WILL ONLY BE MADE BY AN ADDENDUM ISSUED IN WRITING BY THE PURCHASING DEPARTMENT. SUCH ADDENDUM WILL BE MAILED OR DELIVERED TO EACH PERSON RECEIVING A SET OF THE ORIGINAL BID OR QUOTATION DOCUMENTS. LSUHSC WILL NOT BE RESPONSIBLE FOR ANY OTHER EXPLANATION OR INTERPRETATION OF THE DOCUMENTS.

28. ACCEPTANCE OF BID: ONLY THE ISSUANCE OF A PURCHASE ORDER OR A SIGNED CONTRACT CONSTITUTES ACCEPTANCE ON THE PART OF LSUHSC.

29. ADHERENCE TO JCAHO STANDARDS: WHERE APPLICABLE, LSUHSC IS ACCREDITED BY THE JOINT COMMISSION ON ACCREDITATION OF HEALTHCARE ORGANIZATIONS AND AS SUCH ALL CONTRACTORS, SUBCONTRACTORS, AND VENDORS AGREE TO ADHERE TO THE APPLICABLE STANDARDS PROMULGATED BY THE COMMISSION.

30. PREFERENCE: IN ACCORDANCE WITH LOUISIANA REVISED STATUTES 39:1595, A PREFERENCE MAY BE ALLOWED FOR PRODUCTS MANUFACTURED, PRODUCED, GROWN, OR ASSEMBLED IN LOUISIANA OF EQUAL QUALITY. DO YOU CLAIM THIS PREFERENCE? YES _____ NO _____
SPECIFY THE LINE NUMBER (S) _____
SPECIFY LOCATION WITHIN LOUISIANA WHERE THIS PRODUCT IS MANUFACTURED, PRODUCED, GROWN OR ASSEMBLED _____
(NOTE: IF MORE SPACE IS REQUIRED, INCLUDE ON SEPARATE SHEET.)
DO YOU HAVE A LOUISIANA BUSINESS WORK FORCE? YES _____ NO _____
IF SO, DO YOU CERTIFY THAT AT LEAST FIFTY PERCENT (50%) OF YOUR LOUISIANA WORKFORCE IS COMPRISED OF LOUISIANA RESIDENTS?
YES _____ NO _____
FAILURE TO SPECIFY ABOVE INFORMATION MAY CAUSE ELIMINATION FROM PREFERENCES.
PREFERENCES SHALL NOT APPLY TO SERVICE CONTRACTS.

31. SIGNATURE AUTHORITY. IN ACCORDANCE WITH L.R.S. 39:1594 (ACT 121), THE PERSON SIGNING THE BID MUST BE:

31.1. A CURRENT CORPORATE OFFICER, PARTNERSHIP MEMBER OR OTHER INDIVIDUAL SPECIFICALLY AUTHORIZED TO SUBMIT A BID AS REFLECTED IN THE APPROPRIATE RECORDS ON FILE WITH THE SECRETARY OF STATE; OR

31.2. AN INDIVIDUAL AUTHORIZED TO BIND THE VENDOR AS REFLECTED BY AN ACCOMPANYING CORPORATE RESOLUTION, CERTIFICATE OR AFFIDAVIT; OR

31.3. AN INDIVIDUAL LISTED ON THE STATE OF LOUISIANA BIDDER'S APPLICATION AS AUTHORIZED TO EXECUTE BIDS. BY SIGNING THE BID, THE BIDDER CERTIFIES COMPLIANCE WITH THE ABOVE.

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PRICE SHEET		Page 5 of 5			
NUMBER : 000320 OPEN DATE : 12/18/2009 TIME: 02:00 PM		BIDDER:			
UNLESS SPECIFIED ELSEWHERE SHIP TO: <div style="text-align: right; margin-right: 100px;"> ATTN: Kathleen Gebbia 1901 Perdido St Rm 2100 New Orleans LA 70112 </div>					
Line No.	Description			Unit Price	Extended Amount
1	<p>BLANKET CONTRACT FOR WAREHOUSE ITEMS. FOR THE PERIOD OF 1 YEAR FROM DATE OF AWARD. AT THE OPTION OF BOTH PARTIES THIS CONTRACT MAY BE EXTENDED FOR UP TO 2 ADDITIONAL 1 YEAR PERIODS.</p> <p>Specify brand, model bid(if applicable)</p> <hr style="width: 30%; margin-left: 0;"/> <p>THE QUANTITIES LISTED ARE ESTIMATED TO BE THE AMOUNT NEEDED. IN THE EVENT A GREATER OR LESSER QUANTITY IS NEEDED, THE RIGHT IS RESERVED BY LSUHSC TO INCREASE OR DECREASE THE AMOUNT, AT THE UNIT PRICE STATED IN THE BID.</p> <p>SEE ATTACHMENT FOR SPECIFICATIONS, TERMS AND CONDITIONS.</p> <p>*****PLEASE READ CAREFULLY AND RESPOND PER INSTRUCTIONS*****</p> <p>ALL INQUIRIES SHOULD BE ADDRESSED VIA EMAIL TO LORI A. LONG - lcueva@lsuhsc.edu .</p>	1.00	EA		

AE Warehouse Stock Supplies

General Specifications

The department of Auxiliary Enterprises at the LSU Health Sciences Center in New Orleans is anticipating the purchase of janitorial and miscellaneous supplies for its warehouse operation. The attached list represents items that will be carried in stock and will be immediately available to the Health Sciences Center upon request. The successful bidder for each item will be the primary supplier of that item.

The ship to address is listed below:

Location

Ship to: LSUHSC AE Warehouse
1901 Perdido Street, Room 2100
New Orleans, LA 70112

Temporary location until original facility is restored.

Bill to: Auxiliary Enterprises/MCS
1901 Perdido Street, Room 3103
New Orleans, LA 70112

The vendor stock numbers noted are for reference only. Equivalent products of equal or greater quality will be considered. Bidders must indicate the stock number and manufacturer of substitutions being offered. Apparent low bidders **must** supply adequate information and/or samples of equivalent bid items for evaluation upon request from Stores. **Failure to provide information and/or samples will mean that item will not be considered and the next apparent acceptable low bid will be chosen.**

Bidders must indicate standard quantities per order unit of items being offered (e.g. 24 each per case) otherwise the quantities will be assumed to be the same as indicated by the description and stock number provided, and the successful bidder will be responsible for providing these quantities at the offered price.

Bidders must indicate, for each item, their current list price in addition to the offered price to enable the store to evaluate the discount and assess the feasibility of continuing to carry that item in stock before the award is made. Items are carried in stock based on both customer demand and the level of discount offered by the vendor. If an item is discontinued during contract period, an acceptable substitute must be provided at original bid price.

Quoted prices must remain fixed for the period of the contract and include all shipping, handling, hazardous fees, insurance, fuel surcharges and any other associated costs. Bids submitted that do not include these costs or have variable pricing will not be considered. Once the bid awards have been completed and specific products associated with each vendor award, any substitutions of awarded products will not be acceptable unless agreed upon by LSUHSC-AE Med Center Stores manager, Kathleen Gebbia. Product substitutions will be documented and multiple unauthorized substitutions will be grounds to terminate the contract and award to the next lowest bidder.

Delivery Times

It is expected that orders will be filled and delivered within five (5) working days of receipt of the order by the vendor. It is expected that the successful vendor will maintain a sufficient inventory on hand to meet the needs of the warehouse operation. In cases where an item is backordered in excess of two (2) weeks, the vendor must offer an equivalent or superior substitute product at the original awarded price. Vendors who fail to provide merchandise within this time frame may be considered in breach of contract and as a result the purchase order may be canceled.

Shipment Terms

Shipments are to be on the basis of FOB domestic destination. If rush overnight shipment is requested, the supplier will have the option of adding shipping charges on a "prepay-and-add" basis. Collect shipments cannot be accepted.

Invoicing

Indicate payment terms and discounts available for rapid payment. Such discounts will be considered in the award process.

Lack of economy through scale:

The Warehouse expects to gain cost savings from bidding multiple volumes and services. Should the winning vendors offer pricing to similar customers, equal to or smaller in size (LSUHSC departments and related agencies, LSU departments or related agencies, Universities or Colleges in Louisiana, Private companies or government agencies) for individual goods or services that are equal (or better) for less than or equal to the contract price, the winning vendor must reduce Warehouse prices for identical items to be at least 5% less than the offered price. This is especially true of items added to the contract after award through addendums. Repeated offerings for individual items as described can be reason for termination of the contract with 30-day notice with no penalty.

Termination through lack of performance:

The contract can be cancelled if the winning vendors fail to meet all requirements of the contract specifications, without any penalty. It is the responsibility of the vendor to be sure all vendor personnel associated with the contract are knowledgeable of the contract requirements. Should the vendor fail to deliver the equipment and services as specified, the vendor will be required to comply within 30 days of written notice from LSUHSC, AE. Failure to comply can result in contract termination. **After award product substitutions will not be allowed unless approved by LSUHSC-AE Med Center Stores Manager, Kathleen Gebbia. Unauthorized product substitutions will be documented and multiple substitutions will result in contract termination.**

Submission of bids

Bids should be mailed to: LSUHSC – AE
Attn. – Lori A. Long
433 Bolivar Street
6th Floor – Rm #623C
New Orleans, La. 70112

Bid Due Date: December 18, 2009 @ 2:00 p.m.
Bid Opening Date: December 18, 2009 @ 2:00 p.m.

Bids will be publicly opened at: LSUHSC
433 Bolivar Street
6th Floor – Room #623C
New Orleans, La. 70112

NOTE TO BIDDERS: PLEASE INSURE THAT YOUR BID IS DELIVERED BY THE DUE DATE.

Bids are submitted with fixed pricing for the contract period of January 15, 2010 to January 14, 2011.

Bidders are provided with one compact disc (High Speed CD-Rewritable) with Excel files. LSU Health Sciences Center is closed from December 24, 2009 through January 1, 2010. All bids must be returned in Excel format only.

Submission of bids by electronic format is the only acceptable method of submission for this bid. Submission of bid must not be from a Zip drive. Submission via hard copy only or in any other format will not be accepted.

*******PLEASE NOTE THE FOLLOWING*******

Bidders must submit TWO printed copies of the completed spreadsheets. TWO disc's and the signed Invitation to Bid form to be considered for evaluation. Should disputes arise regarding bids; the hardcopy spreadsheets submitted will be used in determining successful vendors. Should the disc submitted be inaccessible or infected, the vendor must supply an additional disc within 3 working days or the bid will not be accepted.

*****PLEASE NOTE*****

The enclosed INVITATION TO BID FORM must be signed and returned with your bid regardless that the bid is being submitted by disc. Louisiana State Purchasing Regulations require an original signature for a sealed bid to be acceptable.

Instructions for filling the Excel Bid Files:

Insert the disc into the appropriate drive. Once you have accessed Excel, you will need to select the file(s) containing the items on which you wish to bid.

Name of file to retrieve:

AE Warehouse									
Stock bid: 2010									
DESCRIPTION	#/UM	Vendor Cat # (For Reference Only)	VENDOR CATALOG #	QUANTITY (#s Only)	ORDER UNIT	BID PRICE	BID PRICE/ UM		
CLEANING SUPPLIES									
P&G LIQUID COMET BATHROOM CLEANER	4/CS	37000-39948							
P&G PROLINE THICKENED ACID BOWL CLEANER	4/CS	37000-02034							
P&G MR. CLEAN TOILET BOWL CLEANER, 32 OZ	8/CS	39950							
SPARTAN BIORENEWABLES CLEANER	12/CS	3530							
SANFORD CHALKBOARD/WHITEBOARD CLEANER	12/CS	GRAINGER# 81803							
P&G SPIC AND SPAN, 1 GALLON	2/CS	37000-32535							
SPARTAN FAST AND EASY GLASS CLEANER	CASE	9810							
MURIATIC ACID GROUT CLEANER	CASE								
RENOWN LIQUID SCOUR CLEANER	12/CS	REN02816							
ZEP MILDEW STAIN REMOVER, QUART	12/CS	1472							
ZEP SEIG LIQUID OVEN CLEANER, QUART	12/CS	J44601							
BUCKEYE WORK OUT WALL CLEANER	CASE	5007							
P&G MR.CLEAN MAGIC ERASER XPOWER CLEANER	4/CS	37000-16449							
SC JOHNSON WAX WALL POWER	CASE	3732							
CLEANS IT SUPER ODOR BAN, TUTTI FRUTTI	4/CS	075346-4							
P&G FEBREEZE ODOR ELIMINATOR FOR CARPETS	CASE	37000-38015							
DEODORIZER, METERED AEROSOL CAN- COUNTRY GARDEN SCENT	CASE	TMS2522							
DEODORIZER, METERED AEROSOL CAN- VANILLA SCENT	CASE	SUN01984A							
BAKING SODA, 8 OZ	24/CS	ARM&HAMMER							
DISINFECTANT, LYSOL IC, RECKITT BENCKIS	4/CS	95029							
DISINFECTANT, ZEP SELIG SPIRIT 2	4/CS	67909							
DISINFECTANT, SPARTAN CONSUME ECO-LYZER	4/CS	3297							
DISINFECTANT, SPARTAN GERMICIDAL BOWL CLEANER	12/CS	9511							
DISINFECTANT, SPARTAN NABC	12/CS	7116							
DISINFECTANT, AIR FRESHENER, LYSOL, ORIGINAL SCENT, 19 OZ	12/CS	REC-04650							
DISINFECTANT, AIR FRESHENER, LYSOL, CRISP LINEN, 19 OZ	12/CS	REC-074827							
DISINFECTANT, ENVY, 19 OZ AEROSOL SC JOHNSON	12/CS	4531							
GUILLOT'S SPIN BRITE BONNET CARPET CLEANER	CASE	117-31281							
P&G PRO LINE CARPET EXTRACTION CLEANER / SANITIZER	CASE	2035							
SC JOHNSON GENERAL PURPOSE SPOTTER, CARPET CLEANER	CASE	4192							
SC JOHNSON HEAVY DUTY PRE-SPRAY, CARPET CLEANER	CASE	4266							
P&G TIDE SPOT REMOVER FOR CARPETS	CASE	37000-06422							
RENOWN DUST MOP	CASE	REN05023							
SC JOHNSON WAX CONQ-R-DUST MOP	CASE	4751							
CLEANS-IT NEUTRAL CLEANER	CASE	5214-4							

P&G PROLINE DISINFECTING CLEANER	CASE	37000-02037				
STONE MEDIC DCC TERRAZZO CLEANER	CASE	ECOLAB				
SPARTAN DAMP MOP CLEANER-VCT-FLOOR CLEANER	EACH	3016-1				
ALLIED FLOOR FINISH - VCT	CASE	SNO9AIF2				
BUCKEYE CASTLEGUARD VCT FLOOR FINISH	CASE	5125				
MASTERPIECE HIGH GLOSS VCT FLOOR FINISH	CASE	3905				
P&G PRO LINE SUPER DURABLE VCT FLOOR FINISH	CASE	43154				
BUCKEYE EQUITY VCT RESTORE FLOOR FINISH	CASE	5108				
SPARTAN SUN SWEPT RESTORE VCT FLOOR FINISH	CASE	4064				
MISTY X-WAX STRIPPER	24/CS	A00806-20				
P&G PRO LINE STRIPPER	5 GALLON	37000-46629				
NEUTRON CRUDERATOR GRAFFITI REMOVER	CASE					
MAINTENANCE PRO GUM REMOVER	CASE					
HAND SOAP, SPARTAN PEARLUX - 1 GALLON	CASE	3230				
HAND SOAP, STOKO REFRESH ANTI BACTERIAL FOAM	CASE	32082				
HAND SOAP, STOKO REFRESH MOISTURING FOAM	CASE	29932				
BLEACH, GALLON, CHLOROX	6/CS					
LAUNDRY, PELICAN LEMON LOW SUDS W/ ENZYMES	CASE					
POLISH, BRASS, RECKITT BENCKISER BRASSO, 8 OZ	8/CS	REC-76523				
POLISH, FURNITURE	CASE	4385152				
POLISH, JOHNSON SHINE UP	CASE	4441				
ZEP SPRALUSTER FURNITURE POLISH & HARD SURFACE CLEANER, QUART	12/CS	102101				
POLISH CLOTH, DUST-N-CLEAN	4PK/CS	GP-29616				
3M SCOTCH GUARD FABRIC & UPHOLSTERY PROTECTOR	CASE	3M				
ZEP GOOD STUFF, FOR LEATHER, VINYL & RUBBER	12/CS	912501				
SPARTAN W/NABC URINAL SCREEN BLOCK	CASE	8001				
SC JOHNSON WAX EXPOSE VIRICIDE	CASE	5697				
VIREX II/256	CASE	54332				
DISPENSER, STOKO REFRESH FOAM HAND SOAP	EACH	55008810				
DISPENSER, PAPER HAND TOWEL, MULTIFOLD	EACH	B262				
DISPENSER, PAPER HAND TOWEL, SINGLEFOLD	EACH	B262				
DISPENSER, TOILET TISSUE, JUMBO	EACH	SCA67TR				
GLOVES, VINYL, EXTRA LARGE	PACK	2BA43				
GLOVES, VINYL, LARGE	PACK	2BA44				
GLOVES, VINYL, MEDIUM	PACK	2BA45				
GLOVES, VINYL, SMALL		2BA46				
HANDLE, DOODLEBUG, THREADED, METAL TIP - 60" - TOUGH GUY	EACH	3H384				
HANDLE, DUST MOP, CLIP ON - 60"	EACH					
HANDLE, WET MOP, UNISAN SPRING GRIP- 60" WOOD - UNISAN	EACH	UNS609				
LINER, FEMININE SANITARY, WAXED PAPER	2500/CS					

LINER, LARGE CAN - 38 X 58, GRAY, 1.3MIL, 60 GALLON	100/CS	LPF3858X3G				
LINER, LARGE CAN - 38 X 58, WHITE	100/CS	LSF3858XW				
LINER, SMALL CAN - 30 X 36, CLEAR	250/CS	LSF3036MC				
LINER, SMALL CAN - 30 X 36, WHITE	200/CS					
LINER, SMALL, BLACK, 4.0 MIL, 12 X 24	250/CS	LK12244BLK				
LINER, LARGE, BLACK, 4.0 MIL, 33 X 49	50/CS	TYCPG633				
LINER, LARGE CAN - 38 X 60, CLEAR, 14 MIC	200/CS	HR386014N				
LINER, SMALL CAN - 24X24 CLEAR	1000/CS	HR242406H				
MOP, DUST - 18"	EACH	UNS 1318				
MOP, DUST - 24"	EACH	UNS 1324				
MOP, DUST - 36"	EACH	UNS 1336				
CLIP ON DUST MOP FRAME 18 X 5	EACH	UNS 1418				
CLIP ON DUST MOP FRAME 24 X 5	EACH	UNS 1424				
CLIP ON DUST MOP FRAME 36 X 5	EACH	UNS 1436				
MOP, FINISH - 24OZ	6/CS	RCP-T200-06				
MOP, FINISH - 32 OZ	6/CS	RCP-T201-06				
MOP, WET - 16OZ	12/CS	LBIUNS901BL				
MOP, WET - 24OZ	12/CS	LBIUNS902BL				
MOP, WET - 32OZ	12/CS	LBIUNS903BL				
PAD, DOODLEBUG, BLACK	20/CS					
PAD, DOODLEBUG, BROWN	20/CS					
PAD, DOODLEBUG, HI-PRO BLACK	20/CS	8550				
PAD, DOODLEBUG, RED	20/CS					
3M PAD, DOODLEBUG, WHITE	20/CS	MCO 8440				
3M PAD, FLOOR, BUFFING, NATURAL HAIR - 17"	5/CS	PAD 4017 NAT				
3M PAD, FLOOR, BUFFING, NATURAL HAIR - 20"	5/CS	PAD 4020 NAT				
3M PAD, FLOOR, BUFFING, PINK - 17"	5/CS	MCO 25855				
3M PAD, FLOOR, BUFFING, PINK - 20"	5/CS	MCO 25858				
3M PAD, FLOOR, BURNISHING, WHITE - 12"	5/CS	PAD 4012 WHI				
3M PAD, FLOOR, BURNISHING, WHITE - 17"	5/CS	PAD 4017 WHI				
3M PAD, FLOOR, BURNISHING, WHITE - 20"	5/CS	PAD 4020 WHI				
3M PAD, FLOOR, CARPET BONNET - 17"	EACH	UNS R 17				
3M PAD, FLOOR, CARPET BONNET - 20"	EACH	UNS R21				
3M PAD, FLOOR, SCRUBBING, RED - 12"	5/CS	PAD 4012 RED				
3M PAD, FLOOR, SCRUBBING, RED - 17"	5/CS	PAD 4017 RED				
3M PAD, FLOOR, SCRUBBING, RED - 20"	5/CS	PAD 4020 RED				
3M PAD, FLOOR, STRIPPING, BLACK - 12"	5/CS	PAD 4012 BLA				
3M PAD, FLOOR, STRIPPING, BLACK - 17"	5/CS	PAD 4017 BLA				
3M PAD, FLOOR, STRIPPING, BLACK - 20"	5/CS	PAD 4020 BLA				
3M PAD, FLOOR, STRIPPING, BROWN - 17"	5/CS	MCO 08445				
3M PAD, FLOOR, STRIPPING, BROWN - 20"	5/CS	MCO 08413				
3M PAD, FLOOR, STRIPPING, HIGH PERFORMANCE BLACK - 20"	5/CS	PAD 4020 HIP				
PAD, SCOURING						
PAPER HAND TOWELS, MULTI FOLD, WHITE, 16PK/CS, 250/PK	4000/CS	SCA# MB550A				
PAPER HAND TOWELS, SINGLE FOLD, WHITE, 16PK/CS, 250/PK	4000/CS	SCA# SB1840A				
PAPER HAND TOWELS, ROLL, WHITE, TORK MATIC	CASE	2900092				

PAPER TOWELS, KITCHEN, ROLL, 2 PLY	30PK/CS	NW-24310			
TISSUE, FACIAL, 2 PLY, SOFT	30PK/CS	NW-47112			
TOILET TISSUE, JUMBO ROLL 2 PLY	6/CS	SCA# TJ1222A			
TOILET TISSUE, SINGLE ROLL 2 PLY	96/CS	AFFEX 538			
TOILET TISSUE, 1 PLY JUMBO	6/CS	SCA# J0922A			
TOILET SEAT COVER	5000/CS	RM25130873			
3M BOTTLE, SPRAY, TRIGGER	EACH	110535			
3M BOTTLE, SPRAY, TRIGGER	EACH	37716			
PUMICE SCOURING STICK	12/CS	PUM12			
SCRAPER BLADE, 4" REPLACEMENT, UNGER	EACH	RB10C			
SCRAPER, BLADE, 6" REPLACEMENT, UNGER	EACH	MDSB0			
SCRAPER, 3" STIFF CARBON STEEL BLADE, HYDE	EACH	6400			
SCRAPER, 6" ANGLED HEAD, 60" HANDLE, UNGER	EACH	MDSC0			
SCRAPER, 12" HANDLE, 4" BLADE, UNGER	EACH	SC00C			
SPONGE, SCRUB, MEDIUM DUTY, 3.6" X 6"	20/CS	MC074			
SPONGE, SOFT SCOUR, 5" LONG X 5" WIDE, NO SCRATCH	20/CS	PAD 198			
SPONGE, COMMERCIAL, CELLULOSE, BEIGE	24/CS	PAD CS3			
UMBRELLA BAG, LONG	CASE				
UMBRELLA BAG, SHORT	CASE				
VACUUM BAGS, WINDSOR SENSOR	CASE				
WASTE BASKET, OFFICE, 28 1/8QT, BLACK, RUBBERMAID	EACH	2956			
WASTE BASKET, OFFICE, 28 1/8QT, GRAY, RUBBERMAID	EACH	2956			
WASTEBASKET, OFFICE, 41 1/4QT, BLACK, RUBBERMAID	EACH	2957			
POLY KRAFT PAPER, 20" WIDE, 20LBS20-601	EACH	20-601			
FANTASTIK CLEANER, QUART, SC JOHNSON	12/CS	SC-94368			
GLASS PLUS WINDOW CLEANER, 32 OZ	12/CS	RECKITT B # 94378			
409 CLEANER/DISINFECTANT/DEGREASER, 32 OZ	12/CS	12482			
WIPES, CHLOROX DISINFECTING, 35 WET WIPES, 7"x8"	12/CS	LBICL001593			
SARAN WRAP, 100FT / MUST BE SARAN	12/CS				
MUST BE REYNOLDS	12/CS				
REYNOLDS ALUMINUM FOIL, HEAVY DUTY, 18" X 500"	1 EACH	REYNOLDS 682			
REYNOLDS ALUMINUM FOIL, HEAVY DUTY, 18" X 50"	12/CS	REYNOLDS 667			
ZIP LOCK, GALLON SIZE, 20/BX	12/CS				
ZIP LOCK, QUART SIZE, 32/BX	12/CS				
WASP / HORNET, AEROSOL SPRAY, 16 OZ	12/CS	CHA 5108			
ROACH SPRAY, ODORLESS, 9 OZ	12/CS	CHA 5108			

COMBAT ROACH STATION, SMALL	12/CS	41910				
COMBAT ROACH STATION, LARGE	12/CS	41913				
FOGGER, AEROSOL CAN, 12 OZ	12/CS					
FIRE ANT KILLER, 25LBS, GRANULAR	1 EACH					
STYROFOAM, 6 OZ, 20/BG	50/CS	6J6				
STYROFOAM, 8 OZ, 20/BG	50/CS	8J8				
STYROFOAM, 10 OZ, 20/BG	50/CS	10J10				
STYROFOAM, 12 OZ, 20/BG	50/CS	12J12				
STYROFOAM, 16 OZ, 20/BG	50/CS	16J16				